

3 FAM 2700 TRAINING AND EMPLOYEE DEVELOPMENT

3 FAM 2710 GENERAL TRAINING POLICIES

(TL:PER-371; 06-09-1999)

3 FAM 2711 STATUTORY AUTHORITY

(TL:PER-371; 06-09-1999)

(Uniform State/USIA/Commerce)

(Applies to Foreign Service and Civil Service Employees)

a. Chapter 7 of the Foreign Service Act of 1980, 22 U.S.C. 4021, *et. seq.*, contains the basic authority for training. *It includes training for:*

- (1) Foreign Service employees of the Department of State;
- (2) U.S. Government officials from other agencies serving *abroad*,
- (3) Family members of Foreign Service personnel in preparation for assignment abroad; and
- (4) *Other personnel abroad.*

b. Chapter 41, Title 5 U.S.C. as amended by the Civil Service Reform Act of 1978, and Executive Order 11348 contain the basic authority for training Civil Service personnel.

3 FAM 2712 POLICY

(TL:PER-371; 06-09-1999)

(Uniform State/USIA/Commerce)

(Applies to Foreign Service and Civil Service Employees)

a. The Department is fully committed to the career development of all its employees, consistent with organizational needs, in order to improve service, increase efficiency and economy, and build and maintain a force of skilled and efficient employees.

b. The Foreign Service Institute (*M/FSI*) has the responsibility for *facilitating*, to the extent that resources permit, necessary training for all personnel of the Department of State.

3 FAM 2713 RESPONSIBILITIES

3 FAM 2713.1 Secretary of State

(TL:PER-371; 06-09-1999)

(Uniform State/USIA/Commerce)

(Applies to Foreign Service and Civil Service Employees)

The Secretary is authorized to establish and implement needed training programs in the Department and to provide the required resources necessary to accomplish established programs.

3 FAM 2713.2 Assistant Secretaries

(TL:PER-371; 06-09-1999)

(Uniform State/USIA/Commerce)

(Applies to Foreign Service and Civil Service Employees)

Assistant Secretaries are responsible for assisting the Secretary toward fulfilling Department policy with respect to the training and development of employees within their respective bureaus.

3 FAM 2713.3 Director of the Foreign Service Institute and the Director General of the Foreign Service and Director of Personnel

(TL:PER-371; 06-09-1999)

(Uniform State/USIA/Commerce)

(Applies to Foreign Service and Civil Service Employees)

a. The Director of the Foreign Service Institute is appointed by the Secretary of State to head the Foreign Service Institute and is the Department's chief training official. The Director is responsible for establishing, administering, and evaluating training which meets the needs of the Department of State, and may provide such training to employees of other agencies.

b. The Director General of the Foreign Service and Director of Personnel is responsible for assigning members of the Foreign Service to training and works with the Director of the Foreign Service Institute to help ensure that the Department's training programs meet Foreign Service needs.

3 FAM 2713.4 The Foreign Service Institute

(TL:PER-371; 06-09-1999)

(Uniform State/USIA/Commerce)

(Applies to Foreign Service and Civil Service Employees)

The Foreign Service Institute (M/FSI) is responsible for:

- (1) Determining final approval of requests for training (including conferences and seminars) and related matters including tuition and fee reimbursement;*
- (2) Budgeting training funds based on training needs;*
- (3) Purchasing spaces at OPM (Office of Personnel Management) seminar centers and other Government organizations and enrolling students for these seminars;*
- (4) Reviewing all proposed contracts with outside training vendors to ensure requested training meets applicable training authorities and does not duplicate M/FSI offerings and/or other State training programs;*
- (5) Evaluating courses;*
- (6) Keeping records of all enrollments and expenses incurred; and*
- (7) Designing appropriate training courses and programs to meet the Department's needs.*

3 FAM 2713.5 Bureau Executive Directors

(TL:PER-371; 06-09-1999)

(Uniform State/USIA/Commerce)

(Applies to Foreign Service and Civil Service Employees)

Bureau executive directors are responsible for:

- (1) Identifying bureau training needs;*
- (2) Designating bureau training officers;*
- (3) Ensuring appropriate training for bureau training officers;*
- (4) Ensuring attendance of employees who have been selected for training;*
- (5) Ensuring that all required Individual Development Plans (IDPs) have been developed;*
- (6) Making reports on training activities as requested;*

(7) *Requesting and obtaining funds for travel connected with training; and*

(8) *Promoting equal opportunity and affirmative action objectives.*

3 FAM 2713.6 Bureau Training Officers

(TL:PER-371; 06-09-1999)

(Uniform State/USIA/Commerce)

(Applies to Foreign Service and Civil Service Employees)

Bureau training officers are responsible for:

(1) *Developing bureau career paths, e.g., a guide outlining profiles of major occupations within their bureaus, including descriptions of knowledge, skills, and abilities necessary for each occupation and grade;*

(2) *Identifying employee training needs;*

(3) *Counseling employees;*

(4) *Providing information on training opportunities;*

(5) *Assisting in the preparation of IDPs;*

(6) *Approving requests for training;*

(7) *Ensuring timeliness of requests;*

(8) *Coordinating training requests with PER/CSP for special development programs;*

(9) *Ensuring that all training requests (including contracts for training purposes) are processed through the Foreign Service Institute.*

(10) *Making reports on training activities and evaluation of training as requested; and*

(11) *Promoting equal opportunity and affirmative action objectives.*

3 FAM 2713.7 Managers and Supervisors

(TL:PER-371; 06-09-1999)

(Uniform State/USIA/Commerce)

(Applies to Foreign Service and Civil Service Employees)

a. *Managers and supervisors are responsible for:*

(1) *Determining the specific needs of their employees and ensuring that employees receive training for effective job performance;*

- (2) Supporting the bureaus' training officer activities;*
- (3) Evaluating job-related training effectiveness;*
- (4) Allowing employees absence from regular duty to participate in approved training activities;*
- (5) Participating in the preparation of employees' IDPs;*
- (6) Nominating employees for training;*
- (7) Ensuring currency of their own training and the training of their subordinates;*
- (8) Encouraging and giving recognition to employees' self-development; and*
- (9) Promoting equal opportunity and affirmative action objectives.*

b. At posts under their authority, principal officers shall:

- (1) Designate a post training officer (customarily the administrative or personnel officer) to assist in carrying out the principal officer's responsibility for supervising and coordinating all training activities;*
- (2) Ensure the distribution of information concerning courses, programs, and studies conducted by M/FSI or university programs conducted under its auspices; and*
- (3) Arrange for participation in orientation, language, and other training conducted at post.*

3 FAM 2713.8 Office of Civil Service Personnel

(TL:PER-371; 06-09-1999)

(Uniform State/USIA/Commerce)

(Applies to Foreign Service and Civil Service Employees)

PER/CSP is responsible for:

- (1) Providing advice to the bureau's executive directors and training officers on training matters to ensure that training is responsive to the Department's needs;*
- (2) Ensuring that PER/CSP/CDRC career counselors are sufficiently informed to provide appropriate employee counseling;*
- (3) Making recommendations on changes or improvements in the training programs as needed; and*

(4) *Coordinating external leadership and professional development programs.*

3 FAM 2713.9 Employees

(TL:PER-371; 06-09-1999)

(Uniform State/USIA/Commerce)

(Applies to Foreign Service and Civil Service Employees)

Employees, at all levels, are responsible for considering training that will enable them to:

(1) Improve their present performance; and

(2) Prepare them for more responsible work in accordance with the needs of the Department and their own abilities. This includes:

(a) Participating in planning for their career development including the preparation of their IDPs;

(b) Initiating self-development activities;

(c) Evaluating training courses as requested; and

(d) Adhering to the Department's training policy and procedures including attendance requirements.

3 FAM 2714 FUNCTION OF THE FOREIGN SERVICE INSTITUTE

3 FAM 2714.1 Functions

(TL:PER-371; 06-09-1999)

(Uniform State/USIA/Commerce)

(Applies to Foreign Service and Civil Service Employees)

a. M/FSI is an in-service training organization that:

(1) Provides training in specialized and functional fields;

(2) Evaluates and seeks to improve training facilities and techniques in the Department and at Foreign Service posts; and

(3) Provides training materials.

b. In addition to offering courses at the National Foreign Affairs Training Center facilities in the Washington, D.C. area and the Warrenton Training Center in Warrenton, Virginia, the M/FSI conducts programs abroad and assists posts in the development of training programs.

c. *M/FSI also operates the External Training Program through which employees can participate in training offered by government and non-government vendors, and reviews and approves all requests and contracts for training.*

3 FAM 2714.2 Training Objectives

(TL:PER-371; 06-09-1999)

(Uniform State/USIA/Commerce)

(Applies to Foreign Service and Civil Service Employees)

M/FSI has the following objectives:

(1) To increase the effectiveness of Departmental personnel and personnel of other Federal agencies engaged in foreign affairs activities.

(2) To develop potential abilities of employees in order to increase their versatility, prepare them for increased responsibility, and make possible greater flexibility of assignment.

(3) To provide foreign affairs personnel with information concerning U.S. culture, both to keep them abreast of U.S. thought and feeling and to give them insight into those special phases of U.S. life which are particularly pertinent to their duties abroad.

3 FAM 2714.3 Reimbursement for Training

(TL:PER-371; 06-09-1999)

(Uniform State/USIA/Commerce)

(Applies to Foreign Service and Civil Service Employees)

All agencies participating in training at M/FSI share in the cost. The Department of State provides staff and operating funds; non-State agencies pay tuition charges through a reimbursable agreement under the provisions of the Economy Act. Tuition is recalculated at least annually and all agencies are notified in advance of rate changes. Special tuition charges are made for tutorial and other specially arranged training.

3 FAM 2715 PERFORMANCE EVALUATION

(TL:PER-371; 06-09-1999)

(Uniform State/USIA/Commerce)

(Applies to Foreign Service and Civil Service Employees)

Training evaluation reports are required for employees engaged in full-time training for periods of 120 days or more (see 3 FAM 2810).

3 FAM 2716 PROCEDURES AND GUIDELINES

(TL:PER-371; 06-09-1999)

(Uniform State/USIA/Commerce)

(Applies to Foreign Service and Civil Service Employees)

a. Procedures and guidelines implementing this subchapter are published in:

State	3 FAH-1 H-2710
Commerce	Department Administrative Order (DAO) 202-900, Subchapter 800
USIA	MOA V-B, Section 420

b. Related information on Civil Service Employee Development Programs can be found in 3 FAM 2780.

3 FAM 2717 THROUGH 2719 UNASSIGNED